



Damage Assessment Tasks

Primary Responsibilities

- ▼ Conduct preliminary and then updated surveys of the damage the neighborhood has sustained, and report the results of these surveys to the Neighborhood Coordinator.
- ▼ Remind all neighbors of the importance of taking photos or videos of all valuables *now* and after the disaster as documentation for insurance claims.

Before the Disaster

- ☐ Complete a training course in damage assessment offered through Seattle Office of Emergency Management.
- ☐ Encourage your neighbors to file copies of important documents (tax records, insurance policies, journals, etc.) in a safe place, and to take photos or videos of all valuables as documentation for insurance claims.

After the Disaster

Priority #1: Take care of yourself, your family and your home

- ☒ Check yourself and your family members for injuries.
- ☒ Take care of your house by:
 - ☐ Putting out small fires using a portable fire extinguisher.
 - ☐ Turning off your natural gas at the valve outside the house, **only if you smell natural gas, hear or see a problem, or if you suspect a leak.**
 - ☐ Turn off your water at the main house valve and, if necessary, your electricity at the main electrical panel.
- ☒ Dress for safety and go to your meeting site:
 - ☐ Put your Help/OK sign in the window or on the door where it can be seen from the street.
 - ☐ Wear comfortable clothing, hardhat, safety glasses, gloves, sturdy shoes.
 - ☐ Bring a flashlight and your first aid kit.
 - ☐ Put your fire extinguisher at the end of the driveway for others to use if necessary.

Priority #2: Take Care of Others

- ☐ Meet up with your team members at the neighborhood Meeting Site. Always work in teams of two.
- ☐ Be prepared to help other teams who may need immediate assistance.
- ☐ As soon as possible, conduct a preliminary survey by *counting the number of the following items*. Do not enter the homes or structures; observe what you can from outside.

_____ # of extinguished fire
_____ # of power lines down
_____ # of blocked roadways

_____ # of broken gas mains
_____ # of broken water lines
_____ # of homes severely damaged or uninhabitable

- ☐ Within 36-48 hours, complete a detailed damage survey of the neighborhood using the form on the back of this sheet. This will keep information about the disaster consistent with the City.
- ☐ Listen to the AM/FM radio to find out where amateur radio operators are located. Be prepared to provide or deliver a detailed damage report to their location.
- ☐ Remind neighbors to take photos of the damage to their property and keep receipts of repair supplies for assistance applications and insurance claims.

Secondary Damage Assessment Worksheet

This worksheet is completed after all the emergency response tasks are completed.

1. Use one line for each home, apartment, mobile home or condominium. List house number and family name, if known.
2. Give a brief description of the type of home. Example: two-story house, duplex, triplex, apartment, mobile home, etc.
3. Document the problem or damage for the summary list on the bottom of this task sheet. Example: extinguished fire, power lines down, broken gas main, broken water line, homes off their foundations, collapsed walls, etc.
4. Summarize the damage assessment log at the bottom of the page.

Damage Assessment Log

Street Name:

Date:

House Number	Name of family (if known)	Type of House	Damage/Problem

Total:

_____ # of fires extinguished

_____ # of power lines down

_____ # of homes off their foundation
and/or with collapsed walls

_____ # of doors that appear blocked or jammed

_____ # of large cracks in street, driveways or lawns

_____ # of broken gas mains

_____ # of broken water lines

_____ # of uprooted trees

_____ # of broken windows

_____ # of blocked streets or driveways

Completed By: _____